

Program A: Administration

Program Authorization: R.S.49: 991-999

Program Description

The mission of the Administration Program is to provide a neutral forum for handling administrative hearings for certain state agencies, with respect for the dignity of individuals and their due process rights.

The goals of the Administration Program are:

1. To provide due process to the citizens of the state and to the executive branch agencies, through fair hearings conducted by independent and impartial administrative law judges.
2. To maintain the independence and integrity of the Division of Administrative law and protect the role of the administrative law judge as an impartial hearing officer.
3. To continue to develop a more efficient and fair hearing and decision process.

The Division of Administrative Law (DAL) handles and conducts adjudications for executive branch agencies and issues final decisions in those cases.

The DAL began October 1, 1996, as Louisiana's first centralized administrative hearings division. The division's caseload is still being determined, as agencies continue to forward new cases, new agencies and/or new programs begin enforcement actions that lead to administrative hearings, and judicial challenges to agencies' non-transfer of their adjudications to DAL are resolved. The numbers and types of cases that the DAL is likely to receive as a result of new laws and rules enforced by other agencies are not determinable in advance and could fluctuate greatly. Legislative changes to the DAL's statutory list of included or exempted agencies can occur. Litigation among agencies and respondent persons, contesting the DAL's jurisdiction to conduct particular types of hearings, is expected to continue. These external factors are largely outside the DAL's control and can affect attainment of the DAL's objectives.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$92,159	\$0	\$0	\$110,947	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	1,926,374	2,181,073	2,207,053	2,144,076	2,202,370	(4,683)
Fees & Self-gen. Revenues	10,432	28,000	28,000	28,000	28,000	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$2,028,965	\$2,209,073	\$2,235,053	\$2,283,023	\$2,230,370	(\$4,683)
EXPENDITURES & REQUEST:						
Salaries	\$1,251,208	\$1,278,695	\$1,278,695	\$1,317,461	\$1,344,207	\$65,512
Other Compensation	18,635	28,564	28,564	28,564	28,564	0
Related Benefits	247,770	277,098	277,098	315,911	289,910	12,812
Total Operating Expenses	393,737	485,204	425,074	429,683	376,410	(48,664)
Professional Services	4,974	5,000	5,000	5,125	5,000	0
Total Other Charges	5,978	108,784	189,838	169,522	180,022	(9,816)
Total Acq. & Major Repairs	106,663	25,728	30,784	16,757	6,257	(24,527)
TOTAL EXPENDITURES AND REQUEST	\$2,028,965	\$2,209,073	\$2,235,053	\$2,283,023	\$2,230,370	(\$4,683)
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	29	30	30	30	29	(1)
Unclassified	1	1	1	1	1	0
TOTAL	30	31	31	31	30	(1)

SOURCE OF FUNDING

This program is funded with Interagency Transfers, and Fees and Self-generated Revenues. The Interagency Transfers are from various state agencies for which the Division of Administrative Law conducts administrative hearings. The Fees and Self-generated Revenues are derived from the sale of transcripts.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$2,209,073	31	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$25,980	0	Non - Recurring carry forward for operational costs
\$0	\$2,235,053	31	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$30,025	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$10,101	0	Risk Management Adjustment
\$0	(\$25,728)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$25,980)	0	Non-Recurring Carry Forwards
\$0	\$83	0	Maintenance of State-Owned Buildings
\$0	\$83,493	0	Salary Base Adjustment
\$0	(\$40,063)	(1)	Personnel Reductions
\$0	\$19,486	0	Group Insurance Adjustment
\$0	\$8,669	0	Other Adjustments - Hardware and Software, Maintenance
\$0	(\$64,769)	0	Other Adjustments - Group Insurance, Retirement
\$0	\$2,230,370	30	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$2,230,370	30	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$2,230,370	30	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$5,000 Training Seminars, and other services deemed necessary to carryout the mission of the Office

\$5,000 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$25,860 Operational costs for hearings, not consider a part of regular operations

\$25,860 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$154,162 Operational costs for items such as Civil Service, CPTP, Security, Risk Management, Postage, Telephones, etc.

\$154,162 SUB-TOTAL INTERAGENCY TRANSFERS

\$180,022 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$6,257 Replacement DP and other office equipment

\$6,257 TOTAL ACQUISITIONS AND MAJOR REPAIRS